

MOTOR VEHICLE OPERATION AND MAINTENANCE

Vehicles reaching the end of their useful lives should not automatically be scheduled for replacement. Agencies should have very compelling justification for requesting additional and replacement vehicles for FY 2007. **Serious consideration should be given to downsizing the motor vehicle fleet in all agencies, particularly vehicles assigned to headquarters staff. Utilization of vehicles by field staff should be carefully reviewed also to make sure that circumstances and utilization still warrant use of a state motor vehicle.**

For each motor vehicle category within each subprogram complete a DBM-DA-8. List the vehicles by VIN or serial number sequence using only the headings Vehicles To Be Replaced in FY 2007 or Additional Vehicles in FY 2007. Provide the subtotal for each page on the first subtotal line. If there are multiple pages for one particular type of vehicle complete the second subtotal line. At the completion of a subprogram listing, provide the subprogram total on the final line. This information is only needed for the replacement and additional vehicles requested for FY 2007. All **new and replacement sedans** will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type vehicle.

DBM-DA8 (Motor Vehicle Operation and Maintenance)

The DA-8 form has been revised to include a justification column for the following information:

- Vehicles replaced for special circumstances (not meeting 100,000 mile replacement requirements, damage beyond economical repair, extraordinary maintenance costs, etc).
- Reasons vehicles are being replaced with a different vehicle type.

PLEASE SUBMIT ALL DA8 FORMS IN EXCEL FORMAT TO KURT STOLZENBACH: KSTOLZEN@DBM.STATE.MD.US.

DBM-DA8F (Alternative Fuel Vehicles)

The DA-8AF form has been created to report requests for alternative fuel vehicles. Requests should be by **specific alternative fuel source**.

Replacement Vehicles

All replacement vehicles will be budgeted and requisitioned on a standard basis by size and type unless justification is provided for a different type or size vehicle. Agencies should determine if vehicles are essential to program operations. A replacement vehicle should only be requested if the agency expects the vehicle to meet or exceed the 100,000 mile requirement **by March 2007**. Justification is required for vehicles not meeting the 100,000 mile replacement criteria.

Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).
- It is necessary to implement major legislation (provide legislation reference).

- Required to support operations at a new facility (indicate new facility).
- Required to implement a new initiative (indicate new initiative).

Sport Utility Vehicles – Does not apply to law enforcement agencies.

DBM's Fleet Administration Unit (FAU) has developed criteria for the initial purchase and replacement of a Sport Utility Vehicle (SUV). Agencies are requested to include a justification for each replacement and additional SUV request that includes:

- The primary purpose or use of the vehicle and the frequency of its use. Inclement weather is not a valid justification.
- Why the existing agency SUV fleet cannot be realigned to meet this need.
- Why purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- An explanation demonstrating that the vehicle will be operated off-road more than 20% of the time.

The Standard Rates and Schedules include two price lists for vehicles using regular fuel and for alternative fuel vehicles (AFV). These schedules provide the estimated purchase prices to replace different types of vehicles in the Request Year (prior to deducting the estimated trade-in value for a particular year's vehicle from the estimated purchase price). Justification for any deviation in prices and trade-in values from those provided in this table must be provided on a DBM-DA-2 form. Use the net cost (after deduction of any applicable trade-in value) on the DBM-DA-8 form.

Commute Charges (0789)

The Fleet Administration Unit (FAU) has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **DBM/FAU Commute Deduction Chart for FY 2007** chart outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2007 budget request at a subprogram or program total level.

Vehicle Operating Costs (0702 – Gas & Oil and 0704 Maintenance & Repairs)

The total vehicle estimated mileage for the request year is no longer required within the DA-8 form because it is available in FleetMaster. This does not exempt the need for a justification for Gas and Oil and Maintenance and Repair. The justification should be presented in either Column 19 of HOB0 or on a DBM-DA-2 form using one of the following calculation options:

- Rate per mile (see Standard Rates and Schedule)
- Actual expenditures plus a reasonable inflation assumption

If you have any questions regarding vehicle operations and maintenance, please contact your

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